



MINUTES
BOARD OF TRUSTEES MEETING
February 14, 2018
Carmen Community Room

Trustees present: Spadafore, Budmen, Gutierrez, Hewitt, Hluchyj, MacLaughlin, Schapley.
Staff: G. Wisniewski, Director; D. Morgan, Admin. Asst.; M. St. Leger, Clerk to the Board
Others: Staff and Community Members

REGULAR MEETING

A. CALL TO ORDER

President Spadafore called the regular meeting to order at 6:30 p.m.

B. SALUTE TO THE FLAG

C. CORRESPONDENCE:

- Letter of thanks from Salvation Army for Christmas Bureau gifts collected in library.
- Letter from the Interreligious Food Consortium for food drive held in the library.
- Notification of \$2,300 grant the CNY Arts 2018 Decentralization program for Jazz Series.
- CNY Community Foundation Liverpool Public Library Fund Statement as of 12/31/2017.

D. AGENDA CHANGES: President Spadafore suggested an agenda change. Hluchyj made a motion to Move the Open Forum up to position E from position H. The motion was seconded by Budmen. All were in favor. Motion carries.

E. OPEN FORUM: Emily Currier of Awakening Consciousness Fellowship addressed the Board seeking permission to book a meeting room more than once per month. President Spadafore indicated the board does not want to show favoritism to one group over another, and due to limited space, they are unable to grant permission for more than one meeting room reservation each month. The suggestion was made to work with library staff towards a co-sponsored program which would be separate from the once monthly room reservation.

F. CONSENT AGENDA

1. Approval of January 3, 2018 Regular Meeting Minutes.
2. Approval of Monthly Bills for January.
3. Transfers

Shapley made a motion and Hewitt seconded to approve the Consent Agenda. All were in favor.

G. REPORTS TO THE BOARD

1. Financial Report

- Morgan provided an update to the board regarding the current year revenue and expense statements and a forecast of expected expenses and revenues.

2. President's Report

- Spadafore wants to insure we start spending the money on renovating the first floor.

3. Director's Report

- The Lobby Book sale brought in \$1,648.00 in January, while the wishing well had \$25.89. The gift shop sales totaled \$85.60, the donation box contained \$91.06 which includes \$29.79 in donations from patrons attending movies. Passport photos generated \$260.

- Sarah Hall, Editor of the Star Review wrote an article on libraries and state funding which appeared in the February 14th edition of the Star Review. The article is very positive and both Wisniewski and President Spadafore are quoted.
- Wisniewski will be attending the Library Advocacy Day on Wednesday, February 28th in Albany coordinated by New York Library Association. The Central NY Library Resources Council has a bus going to Albany for the day.
- The Library Trustee Association will hold a Trustee Institute on Long Island over two days in late April. There should be a regional workshop held elsewhere in the state later.
- A vendor has been selected for the lockdown project. The project will be done in two phases. Phase 1 will be a browser based system and the hardware to lockdown all the exterior doors and the door to the public elevator. The 2nd phase will be submitted for a state library grant to upgrade the badging system and add card readers to more interior doors. Phase 1 should begin before the end of the budget year.
- Susan Reckhow provided a status update on the first-floor renovation project. Ashley-McGraw Architects produced three high level concepts for consideration. A survey is being done to gather information from our patrons regarding what they would like to see in their library and provide guidance for the plan. The next step will be to meet again with the architects.
- MacLaughlin asked for an update on the 2017 Report to the Community highlighting the library's accomplishments during the past year. The highlights were sent electronically in January to stakeholders, and printed copies are available in the lobby for our patrons. A copy of the report will be mailed along with the Spring Program Guide.

4. OCPL Report:

- The last OCPL Board meeting was held at the newly renovated Betts branch to allow the members to see the renovations.
- Dane Dell has been appointed as Directory of Library Information Systems.
- Two positions remain to be filled; Library Director and Financial Administrator.
- OCPL is still working to rectify the delivery issue. There have been some improvements, but the system is not yet perfect.

H. ITEMS FOR ACTION AND DISCUSSION

1. Corporate Sponsorships and Affiliate Agreement Policy for First Reading.
Gutierrez made a motion and MacLaughlin seconded to approve the policy for first reading. There was a brief discussion regarding additions to the policy. All were in favor. Motion carries.
2. Grievance Statement for First Reading
Hewitt made a motion and MacLaughlin seconded to approve the policy for first reading. All were in favor. Motion carries.
3. Personnel
Budmen made a motion and Hluchyj seconded to approve the personnel changes as presented.

| PROMOTION | | | | |
|------------|-----------|------------------|-----------|----------------|
| First Name | Last Name | Position | Pay Grade | Effective Date |
| Michelle | Anderson | Library Clerk II | 2 | 01/27/2018 |

| RETIREMENT | | | | |
|------------|-----------|-------------|-----------|----------------|
| First Name | Last Name | Position | Pay Grade | Effective Date |
| Laurel | Sharp | Librarian I | 10 | 01/27/2018 |

| APPOINTMENT | | | | |
|-------------|-----------|-------------------------|-----------|----------------|
| First Name | Last Name | Position | Pay Grade | Effective Date |
| Laurel | Sharp | Librarian I (part-time) | 10 | 02/12/2018 |

President Spadafore expressed his happiness for Laurel Sharp, a fantastic librarian who has served the Liverpool Library well for many years. He is also pleased to see that Sharp will be continuing her programs on a part-time basis. All were in favor. Motion carries.

4. Resolution for Tax Cap Override

MacLaughlin made a motion and Gutierrez seconded to make the following resolution:

Whereas, the adoption of the 2018-2019 budget for Liverpool Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Liverpool Public Library voted and approved to exceed the tax levy limit for 2018-2019 by at least sixty percent of the board of trustees as required by state law on February 7, 2018.

All were in favor; motion carried.

5. Standard Work Day Resolution for Employees.

Budmen made a motion and Schapley seconded to make the following resolution:

BE IT RESOLVED, that the Liverpool Public Library, Location code 73113 (060), hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

| Title | Standard Work Day (Hrs/day) | Title | Standard Work Day (Hrs/day) |
|--------------------------------|------------------------------------|---|------------------------------------|
| Library Director III | 7 | Custodial Worker I | 7 |
| Assistant Library Director III | 7 | Account Clerk II | 7 |
| Administrative Assistant | 7 | Systems Librarian | 7 |
| Administrative Aide | 7 | Supervisor of Security | 7 |
| Library Clerk III | 7 | Guard | 7 |
| Library Clerk II | 7 | Public Information Specialist | 7 |
| Library Clerk I | 7 | Public Information Assistant | 7 |
| Librarian III | 7 | Personnel Analyst | 7 |
| Librarian II | 7 | Personnel Aide | 7 |
| Librarian I | 7 | Page | 7 |
| Librarian Assistant | 7 | LAN Tech Support Specialist | 7 |
| Custodian II | 7 | Graphics Technician | 7 |
| Custodian I | 7 | Computer Equipment Maintenance Specialist | 7 |

All were in favor. Motion carries.

6. Director's Budget Proposal.

A second draft of the 2018-2019 budget was presented to the board for review and discussion.

I. BOARD FORUM:

- Gutierrez reported three Village of Liverpool Police Officers have been certified as Civilian Response to Active Shooter Events (CRASE). They will start by training Village Employees and Village Board before offering the training to area businesses.

- MacLaughlin provided an update on a recent meeting with the auditor from Insero & Co., Jerry Mikelson. MacLaughlin felt the meeting was very productive. The claims auditing procedure needs clarification on whether it is LCSD or LPL's responsibility.
- MacLaughlin brought up the recent By-laws revision adopted on January 3, 2018 is missing the word 'annually' in Article I, Section 5, paragraph C. The conflict of interest statement must be signed annually. President Spadafore stated how often the conflict interest statement is signed would fall under the NYS rules and regulations which requires the statement be signed annually.
- President Spadafore mentioned it was time to send out an RFP to area Attorneys to provide legal counsel to the Library.
- Budmen shared information on the 2018 Bresnahan Book Award Ceremony will be held on Dr. Seuss' birthday, Monday, March 2 at Barnes & Noble in Clay. All are welcome to attend.
- MacLaughlin had a question regarding two payments on the bill list. Morgan reviewed the information on the bill list and provided an answer for MacLaughlin.

J. ADJOURNMENT

Budmen made a motion to adjourn and Hluchyj seconded. All were in favor. The meeting was adjourned at 7:58 p.m.

Respectfully submitted,

Martina St Leger

Martina St. Leger, Clerk to the Board